



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Job Opening: Auditor

Department: Administration

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full Time

Workweek: M-F, 40 hrs/week

Salary: \$80,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The City of Jersey City is seeking a qualified auditor to perform audits for a variety of finance related transactions, such as taxes, PILOTS, and financial agreements. The employee will also ensure compliance with established internal control procedures by examining financial records, reports, operating practices, and documentation.

Job Duties:

- Examines accounts and financial control systems.
- Ensures procedures, policies, legislation and regulations are correctly followed and complied with.
- Makes routine investigations, examinations, and audits of books and financial records.
- Audits and records expense invoices and prepares, audits, and edits reports of costs and other financial summaries and statements.
- Makes periodic reviews of financial transactions and supplements these by field visits to verify accounting and fiscal practices.
- Develops audit schedules, an annual plan, and departmental policies and procedures, and short- and long-term objectives.
- Plans, organizes and directs the auditing activities pertaining to the approval, payment, and maintenance of financial records of all transactions for all departments of the City.
- Compares and monitors financial/cost reports and operational data reports to accomplish audit purposes.
- Prepares and/or produces letters, reports, interdepartmental memorandums, narrative reports, work papers, and the annual audit plan to document audit findings and methodology.
- Prepares, analyzes, and verifies annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning.
- Performs other duties as assigned.

**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Required Education: Graduation from an accredited college or university with a Bachelor's degree major in Finance, Accounting, Business Administration or a closely related field.

Required Experience: Five (5) years of experience in a Finance or Auditing related role.

Essential Skills:

- Knowledge of principles, methods, and procedures used in modern accounting and auditing.
- Knowledge of the common types of records and procedures used in keeping accounts of financial transactions and of modern accounting methods, techniques, and machines.
- Knowledge of discrepancies in financial records which are significant and of methods used in discovering and correcting errors in financial documents and records.
- Ability to see that prescribed auditing and accounting procedures are followed in assigned auditing work and report preparation.
- Ability to provide technical advice and assistance to those charged with the keeping of financial records.
- Ability to prepare clear, sound, accurate and informative statistical, financial and other factual reports containing findings.
- Exceptional organization skills and high level of attention to detail and accuracy.
- Exceptional interpersonal skills with the ability to work collaboratively and foster positive and professional relationships.

Preferred Education/Skills/Qualifications:

- Possession of a Certified Public Accountant License.

You must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).

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